

IT Technical Job Classification

IT Job Title: Senior Computer Operator

State Job Title:

Classification: T020

Pay Grade:

Job Summary

Under general supervision monitors the operation of the universities mainframe and network computers and peripherals along with the related hardware and software. Supervises and trains operators in the various computer applications and schedules. Provides technical assistance to junior operators and university community.

Essential Duties:

- Operates the mainframe computer(s) and monitors related hardware and software.
- Monitors batch production and the generated reports for quality assurance.
- Maintains shift logs and ensures error free processing.
- Evaluates problems with schedules and computer production.
- Assists in the resolution and corrections of production problems.
- Provides technical assistance to the solution of Help Desk user problems.
- Loads production tapes when required.
- Supervises junior computer operators and student assistants.
- Coordinates their work activities and schedules.
- Provides on hands training and instruction while implementing policy and procedures.
- Monitors computer performance and schedules the backing up of critical files and keeps documentation of schedules and production completed
- Keeps logs of schedules completed and problems, writes and maintains production reports, logs problems and maintains physical security of the computer center production area.

Education

Requires an Associate Degree in Data Processing or in a relevant area but a Bachelor's degree is preferred. Performs other duties as required

Experience

Requires a minimum of 5 years of experience working in the operation of a mainframe environment, assisting in the scheduling of production systems. Familiar with operating systems and on line applications is necessary. Working knowledge of job scheduling, backup, restart and recovery systems. Can read and understand Job flow process charts and JCL is required.

Leadership.

Requires direct supervision and evaluation of subordinate operators, including the hiring and termination and discipline or functional guidance.